

MINIMUM QUALIFICATIONS AND OFFER SHEET
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City of Seattle
RFP- 2439R
TITLE: Trees & Plants

Note to bidders: This is an electronic form if you click your cursor on the box an "X" will appear. Where the gray box appears , this is a text box. Simply type in your response and the form will automatically adjust its spacing.

Minimum Qualifications: Describe below how your company meets the minimum qualifications.

1. Does your company have a minimum of 3 years of brokerage experience or 5 years growing experience?

☒ Yes ☐ No Briefly describe your experience. We are a fourth generation family owned nursery actively in the nursery business in the Pacific Northwest since 1890, 118 years. We grow and broker in excess of \$7 million of plants annually.

2. What professional industry-related association such as International Society of Arboriculture, National Arborist Association, American Nursery and Landscape Association, Washington State Nursery and Landscape Association are you a member of and how long you have been a member?

Oregon Association of Nurserymen since inception.

American Nursery and Landscape Association since inception.

Washington Association of Landscape Professionals since inception.

Idaho Nursery and Landscape Association, since inception.

Washington State Nursery and Landscape Association- 15 years.

International Society of Arborists-15 years.

Irrigation Association - 15 years.

Western Washington Golf Course Association- 15 years.

Professional Landscape Network-1986.

Products & Services

1. Describe the range of products and/or services your company has to offer the City. Teufel Nursery grows, Brokers, and contract grows nursery stock. We also do Landscape Construction, installation and maintenance. We also offer a full line of tools and supplies used by the landscape contractor.

2. Do your products meet the American Standard for Nursery Stock (ANSI) Z60.1?

☒ Yes ☐ No

3. Describe the largest project for which you have provided plant material.

Olympic Sculpture Park we provided and installed the plant material, turf, irrigation and hardscapes.

Company Name: Teufel Nursery Inc.

4. Are your products certified pest and disease free? ☒ Yes ☐ No

Customer Service

1. What are your operating hours? 7:30-4:30 Monday-Friday

2. Describe how customer orders are received, processed and delivered?

We use a Windows based Nursery database that tracks orders, purchase orders, and shipments.

1) The order is entered - An order is received from the customer. The order is entered into our inventory mangement system and this triggers the plant material to be reserved for the customer. Plant material that is not available in our current inventory goes to our purchasing department to be procured.

2) The order is pulled - A plant list is generated and given to the yard crew, they pull the order to the loading dock and line it up in preparation for shipment.

3) The salesman checks quality and tagging and approves loading.

4) The order is loaded onto our truck or the customers truck and when final counts are confirmed the invoice is processed.

We also encourage will calls, customers are welcome to come to our nursery and select plants that they need. A salesman accompanies the customer to assist with their selections and with loading.

- ☒ Yes - Partial deliveries are possible
☐ No - only whole orders will be delivered

List any qualifications or limitations regarding orders and deliveries (e.g. minimum quantities, if applicable) Free delivery Everett to Tacoma for orders of \$1000 or more.

3. Describe how customer complaints are resolved.

We take customer complaints very seriously. It is my policy to have same day resolution on customer complaints whenever possible. In some cases where a site visit is involved it takes a few days longer. My name is Jeff Timberman and I am the Nursery Division Manager, I like to handle customer complaints personally whenever possible. It is seldom that I get a customer complaint and I do not remember any that were not dealt with amicably.

4. Describe how you deal with plant quality issues.

We want our customers to be happy with our product. If we make a delivery and the customer deems some or all of the material to be unacceptable, the material may be returned on the same truck. If the project foreman is not on site when the product is delivered, we would ask to be notified of any rejections within 48 hours. We will always offer full refund for plant material that is unacceptable except in situations where the plants have been subjected to exceptional neglect- such as lack of water.

5. Describe how invoicing is done and tracked.

Our inventory is recorded in a Windows based nursery management system-

1) An order is entered into our computer system identifying botanical name, quantity, and size.

2) The system will allocate plants from our existing inventory to the order, or reflect a shortage.

3) In the instance of a shortage, the salesman will locate the plant material on of our farms or from a pre-approved vendor. The salesman will issue a Purchase Order from the same data base. The computer will track the purchase and allocate it to the order.

- 4) Our dispatch department is notified when and where the material needs to be picked up and a truck is dispatched to the vendor.
- 5) The product is either delivered to our dock for staging or delivered directly to the customers jobsite with the appropriate packing list.
- 6) Our computer system tracks everything that we buy, who we buy it from, when we picked it up, who we sold it to and when it was invoiced for a period of 10 years.

6. Describe how customer deliveries are set up and delivered.

Teufel Nursery operates a fleet of Semi trucks and trailers. Our deliveries are scheduled with our dispatch departments in Oregon or Washington. The salesman notifies the Dispatcher of the delivery with address and date of the delivery. The dispatcher arranges the loading of the material from one of our twenty docks. The dispatcher schedules which driver delivers the order to the customer. The driver arrives at the jobsite and assists with tailgating the product to be unloaded by the customer.

- Delivery capabilities (check all applicable boxes)
 - ☒ Delivery only
 - ☐ Delivery/off-load
 - ☒ Delivery availability (days of week) Monday-Friday, weekends if pre-arranged.
- Off-load capabilities (check all applicable boxes)
 - ☒ None
 - ☐ Easy-lift tailgate
 - ☐ Crane
 - ☐ Bobcat

7. Do you have customer pick up available? ☒ Yes ☐ No If available, please describe the process, hours/day of operation. Monday -Friday 7:30-4:30. Weekends by appointment.

- On Site Storage facilities available – (for optional pick-up, by city, of partial orders) (time limitations, if applicable)
 - ☐ None
 - ☐ Refrigeration
 - ☒ Open holding area
 - ☒ Covered holding area

Additional comments or other plant related provided by your company.

We have a 70 acre site one mile east of I-5 in Kent, Washington. We have rocked nursery beds as well as shade and poly covered structures to hold material as necessary. We ask that brokered material be shipped within 30 days of our receipt of the product. We are also contract grow plants in quantity.

Past Experience & References

1. Does your company hold any other government contracts for providing plant material?

☒ Yes ☐ No

2. If yes, identify the agency, the nature of contract, length of contract and dollar value of the contract.

<u>Agency</u>	<u>Nature of Contract</u>	<u>Length of Contract</u>	<u>\$ Value of Contract</u>
King County/Brightwater Treatment Plant	Contract Grow	November 2009-April 2011	\$685,000
King County/Brightwater Treatment Plant	Brokered Trees	November 2009-April 2011	\$155,000

Provide three (3) references outside City of Seattle employees below.

Company / Agency	Contact name	Phone #
1. <u>Murase & Assoc.</u> <u>206-322-4937</u>	<u>Mark Tilbe</u>	
2. <u>Charles Anderson Assoc/Olympic Sculpture Park</u> <u>Charles Anderson</u>	<u>251-642-0000</u>	
3. <u>King County/Brightwater</u> <u>206-263-9470</u>	<u>Michael Popiwny</u>	

Below are the **Market Basket Scenarios** which we will use **only** to evaluate pricing. It is **MANDATORY** that you provide a Unit Price. If there is an error between Unit Price (price per each) and extended price, the City will correct the extended price. You will see delivery locations for each scenario; this is provided so you can provide pricing to our location. Please check the appropriate box below if you are a broker or a direct purchase vendor. For every box checked please submit one Market Basket Spreadsheet for evaluation. Proposers may submit markets basket spreadsheets for one or both scenarios. **(Spreadsheets located on page # 17 section 3 of the RFP)**

SCENARIO 1: Trees

Bidders may choose to bid on one or both ☒ Broker Services, ☐ Direct Purchase of Wholesale plants

The Seattle Department of Transportation (SDOT) would like to purchase plant materials identified in the scenario 1 spreadsheet for delivery to:

Seattle Department of Transportation
West Seattle yard
9200 8th Ave SW
Seattle, WA

SCENARIO 2: Plants, Ornamental Ground Cover, Perennials, Shrubs

Bidders may choose to bid on one or both ☒ Broker Services, ☐ Direct Purchase of Wholesale plants

The Seattle Parks Department needs the scenario #2 plant material delivered to:

Magnuson Park
Seattle Conservation Corps

Company Name:

Teufel Nursery Inc.

RFP-2439R
7400 Sand Point Way NE
Seattle, WA

Bidders are to note items below.

1. Do not mark, write-in or add any exceptions to the specifications, schedule, terms or conditions. Do not attach alternative boilerplate. Any such exceptions can invalidate your Offer and the Buyer can reject your Bid.
2. Price Changes in future contract years shall be in accordance with the specifications. Whole sale and mark-up discount rates will not change through the life of the contract. Other price changes are restricted to the specifications stated in the solicitation and the contract.

Company Name: Teufel Nursery Inc.

Bidders are to complete the section below as applicable

1. **Prompt Payment Discount:** 2%10days. Note: Prompt payment discount periods equal to (or greater than) 10 calendar days will receive consideration and bid pricing will be reduced for evaluation by the amount of that discount.
2. **Bidder Agrees To Deliver FOB:** Destination; Freight: Prepaid and included with a minimum order of \$1000. For orders not meeting minimum requirements, we will charge \$75.00 delivery fee. It is further understood that discount pricing will be in effect for all orders regardless of dollar value picked up at supplier's place of business.

The percentage rates that you identify in items 3 & 4 must match the rates quoted in the Market Basket scenario spreadsheets.

3. **Indicate applicable mark up rate** for Plant Broker

☒ Broker mark up 55%

4. **Check applicable discount** to be offered to the City for direct purchase.

☐ Retail Price List _____ % discount
☐ Jobber/ Wholesale Prices _____ % discount

5. **Specify if the Business is located within the Seattle City Limits:** Businesses located and licensed within the Seattle City limits are eligible for Seattle tax consideration for purposes of calculation of low bid. This shall be equivalent to a reduction of the cost for purposes of bid evaluation only, of .025.

☐ Yes ☒ No

6. **Interlocal Agreement:** The City of Seattle has entered into Interlocal Agreements with other governmental agencies pursuant to RCW 39.34, in lieu of those agencies conducting a separate competitive bid. Does Vendor agree to provide this product or service to such agencies?

☒ Yes ☐ No

Full Legal Name of Company: Teufel Nursery Inc.

Signed By: Jeff Timberman Date: 2-4-2009

Print Name: Jeff Timberman

Company Name: Teufel Nursery Inc.